

Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the School Divisions Superintendent

July 30, 2024

Division Memorandum
No. 291, s. 2024

**REGISTRATION TO GOVERNMENT SERVICE AND INSURANCE SYSTEM (GSIS)
TOUCH FOR ALL SDO TABUK CITY TEACHING AND NON-TEACHING PERSONNEL**

**TO: All Schools Heads (Elementary & Secondary)
Division Personnel
Administrative Officer II & Administrative Assist. II & III
Others Concerned**

1. Relative to Regional Memo no. 490, 2024 and Unnumbered Memorandum from the Undersecretary of Finance on the Registration to Government Service and Insurance System (GSIS) Touch for all DepEd Teaching and Non-Teaching Personnel. The SDO- Tabuk City ensure that all teaching and non-teaching personnel are fully informed about the service and advantages offered by GSIS, this office strongly encourages and advocates the registration to the "GSIS Touch" which is a vital platform that facilitates convenient access to GSIS benefits and services.
2. The following are the steps to register to the GSIS Touch:

Step 1: Open an Account

Download the GSIS TOUCH MOBILE APP

Enter your Birthdate and BP number to create an account.

Step 2: Enter the One Time Pin (OTP)

An OTP will be sent to your registered mobile number

Enter the OTP on the portal to validate your registration.

Step 3: Create Username and Password

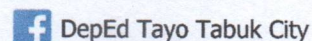
Follow the prompts to create a username and password for your GSIS touch account.

If your **mobile number** is not registered or needs updating, use any of the following materials:

- Visit GWAPS Kiosk
- Contact the Authorized Agency Officer (AAO) or (Division Office)
- Visit the nearest GSIS Branch




Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>





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3. All personnel must complete the registration process for GSIS Touch. Failure to comply may result in delays in accessing GSIS benefits and services.
4. Immediate dissemination and compliance with this memorandum is desired. For inquiries, please contact **Administrative Officer V- Dorothy S. Asingal**, Email- dorothyasingal@deped.gov.ph, CP # 09453666098.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 